

**Date:** \_\_\_\_\_ **BY:** \_\_\_\_\_

## APPLICATION FOR PERMIT TO USE COUNTY RIGHT OF WAY

**Permit Application:**    **BD#-** \_\_\_\_\_ **-** \_\_\_\_\_ **PW#-** \_\_\_\_\_ **-** \_\_\_\_\_

Encroachment permits are required whenever work (included but not limited to construction activity, special events and access requests) is being performed in the Coconino County right of way. As a condition of this application I grant access for a detailed inspection of the site for design review.

Application forms will only be accepted if all requested information is supplied or provisions are otherwise made. Completed applications should be submitted by email to [rohernandez@coconino.az.gov](mailto:rohernandez@coconino.az.gov), by fax @ (928) 679-8355 or in person to the Department of Community Development, or Public Works 5600 E Commerce, Flagstaff, AZ 86004.

The undersigned herewith make application for a permit to enter upon a portion of Right-of-Way or Public Highway for the purpose(s) of:

\_\_\_\_\_ Residential    \_\_\_\_\_ Commercial    \_\_\_\_\_ Utility    \_\_\_\_\_ Special Event

### Owner's Information

Applicant's Name:

Address:

City:

State:

Zip:

Phone:

Cell Phone:

Email:

### Contact Information

Owner's Name:

Address:

City:

State:

Zip:

Phone:

Cell Phone:

Email:

### Contractor Information

Name:

Address:

City:

State:

Zip:

License Class:

License #:

License Expiration Date:

Phone:

Email:

### Property Location

Project Name:

Assessor's Parcel #

Street Address:

Subdivision:

Unit:

Lot:

## APPLICATION FOR PERMIT TO USE COUNTY RIGHT OF WAY

**Licensee is responsible for compliance to permit conditions. Copy of permit**

**Must be provided to contractor before construction begins. Encroachment permit may require one or more of the following:**

- Scaled site plan or drawing on 8 1/2x11 paper is required with the following information:
- Lot Dimensions
- Proposed Driveway Location, Dimensions & Materials (gravel, concrete, asphalt, brick etc.)
- Location of Utilities, Mailbox, Gates, Keypads, Fences, Landscaping etc.
- Project Location Map
- Location of proposed construction
- Site address and parcel number.

Pipe locations near construction site, when under the roadway which may affect project.

Signature of Owner /Date\_\_\_\_\_

Printed Name of Owner\_\_\_\_\_

Comments\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## **Encroachment Permit General Conditions**

### **In addition to conditions listed on the permit, the following is required of all applicants:**

1. All construction within County rights-of-way shall comply with current permit conditions  
And  
for construction purpose, the following precedence of standards will prevail: Current Coconino County Public Works Department Standards (including: Engineering Design & Construction Criteria); Project specific plans and specifications; ADOT Standards; and MAG Standards. Where conflicts exist between these and other specifications, the more stringent specification shall apply.
2. A copy of the encroachment permit shall be on the job site at all times. In the case of Emergency repair work, notification shall be made and a permit obtained within 24 hours of the incident.
3. In the event of any excavation, the Licensee must notify Arizona Blue Stake at 1-800-782-5348 (1-800-STAKE-IT) a minimum of 48 hours prior to excavating. All Arizona Laws and regulations relating to excavation shall apply while working within county rights-of-way.
4. A Traffic Control Plan (TCP) is required. The TCP shall conform to the minimum requirements of the current Federal Highway Administration Manual on Uniform Traffic control Devices (MUTCD) Part VI. The applicant is also responsible for contacting appropriate emergency response agencies of the permitted construction activities.
5. No street or road shall be closed without the authorization of the Public Works Code Enforcement Officer.
6. Excess rock, dirt and other debris created by any operation shall be immediately removed from the right-of-way. (SWPPP)
7. Stockpiling or storage of construction materials will not be allowed on county rights-of way.
8. Private property within county rights-of-way (except mailboxes) shall be restored to original or better condition as determined by the Code Enforcement Officer.
9. Notify Code Enforcement Officer 72-Hours for an on-site inspection before work begins Office (928) 679-8300; FAX (928) 679-8550 direct (928) 679-8342.

### **TIME LIMITATIONS:**

Encroachment permits shall be valid for one (1) year. A minimum of a pre and post inspection will be required. If after the one year period the project is not complete, a renewal permit shall be obtained for the cost of the original permit. The original permit may be renewed upon applicant's request.

**IF YOU HAVE ANY FURTHER QUESTIONS, PLEASE CONTACT THIS OFFICE AT (928) 679-8300.**

**Website: [www.coconino.az.gov](http://www.coconino.az.gov)**

# APPLICATION FOR PERMIT TO USE COUNTY RIGHT OF WAY

## GENERAL NOTES

1. Owner/Licensee is responsible for compliance to permit conditions. Copy must be provided to contractor before construction begins.
2. Construction and/or maintenance priorities shall dictate use of County rights-of-way. Therefore, a permit may be revoked upon sufficient notice.
3. All construction within County rights-of-way shall comply with current permit conditions and standards (Maricopa Association of Governments, Uniform Standard Specifications and Details). Construction determined to be sub-standard by County officials shall be removed at owner's expense. Removal shall be done within 15 days after written notice for temporary structures and 30 days for permanent structures (Coconino County Ordinance 94-01 (A.R.S. 11-251 (5) and Title 28 § 28-7053 & 7054).
4. Optional materials used within County rights-of-way such as decorative stone, live landscape materials, low voltage lighting or sprinkler/irrigation systems may be allowed upon approval of the County Engineer. Owner is responsible for maintenance of optional materials.
5. A scaled construction diagram or site plan shall be provided with application on an 8 1/2 X 11 inch or larger sheet. The following information is required:
  - Lot dimensions
  - Proposed driveway material ( ABC, soil, concrete, asphalt, brick)
  - Location of utilities, mailbox, gates, key pads, fences, landscaping
6. Subsequent improvements within County rights-of-way shall require a new permit application subject to review and approval.
7. Incomplete applications will be returned. Inactive permits will expire 180 calendar days from date received. Permits for private residential driveways are free of charge.

## PIPE CULVERT SPECIFICATIONS:

Culverts shall be Corrugated Metal Pipe (CMP); 14 gauge preferred; Minimum 15 inches diameter

CULVERT DIAMETER	MINIMUM LENGTH	MAXIMUM LENGTH
15 inches	20 feet	30 feet --Residential
18 inches	20 feet	40 feet--Commercial
24 inches	20 feet	40 feet--Commercial

- All other sizes and materials as noted in requirements and specifications of the permit
- Minimum 6 (six) inches cover material is required over pipe
- Minimum 2 % fall for drainage
- Metal Flared End Sections or Class A concrete aprons as required
- No headwalls are allowed; culverts must be placed at or below flow line of ditch
- Commercial driveways shall be constructed as approved by County Engineer.
- Owner is responsible for pipe culvert maintenance

## APPLICATION FOR PERMIT TO USE COUNTY RIGHT OF WAY

### **RESIDENTIAL DRIVEWAY SPECIFICATIONS:**

**ALL DRIVEWAYS:** Refer also to **Coconino County Typical Driveway Detail**

Driveways shall be built perpendicular to roadway unless authorized by field inspector.

**Setbacks:** driveway access is not allowed within 50 (fifty) feet clear view zone of a street intersection.

driveway access is not allowed within 10 (ten) feet of property lines to accommodate existing or future utility installations and maintenance.

**Cut Sections:** carry roadway cross slope (typically 2% negative) from roadway centerline to ditch flow line.

For safe sight distance, maximum driveway grade shall be 2% negative or positive from ditch flow line plus 18 feet (car length).

**Fill Sections:** (sections of roadway that do not require ditches or pipe culverts) carry roadway cross slope (2% negative) from roadway centerline to roadway shoulder plus 18 feet (car length).

**Curves:** if driveway is within a curve of the roadway, call for inspection before construction.

### **PERMANENT MATERIALS**

Driveways constructed with concrete, asphalt, brick or any other permanent material **must be inspected before final construction** for alignment, grade and match to roadway. No permanent driveway materials are allowed within rights-of-way on dirt/cinder unimproved roads.

### **SPECIFICATIONS FOR PERMANENT DRIVEWAYS:**

#### **portland cement concrete driveway:**

In addition to specifications for all driveways, the following is required:

- ☐ Minimum 5 (five) inches Class A concrete (3000 psi @ 28 days) required; reinforce with 1/2 inch (No. 4) steel bar or 10 inch X 10 inch (14 or 16 gage) welded wire mesh; base material shall be minimum 3 (three) inches Aggregate Base Course (ABC)
- ☐ Saw cut roadway Edge Of Pavement (EOP) minimum 2 inches or 1/2 existing thickness, whichever is greater
- ☐ Install 1/2 inch expansion joint or mastic strip between new concrete and saw cut EOP
- ☐ Materials and placement shall meet or exceed MAG Specifications, Parts 300, 700 and other applicable requirements

## APPLICATION FOR PERMIT TO USE COUNTY RIGHT OF WAY

### **asphalt concrete driveway:**

Same specifications as for concrete driveways with the following differences:

- ☐ Tack oil required on vertical face of saw cut; no expansion joint needed
- ☐ Radiuses shall meet or exceed MAG Detail 201, Type A or B termination (thickened edge)

### **concrete paving stone or brick:**

Same specifications as for concrete driveways with the following differences:

- ☐ Installation shall meet or exceed MAG Specifications, Parts 300, 700 and Section 342
- ☐ No expansion joint required at saw cut match point

### **TIME LIMITATIONS:**

Encroachment permits shall be valid for one (1) year. A minimum of a pre and post inspection will be required. If after the one year period the project is not complete, a renewal permit shall be obtained for the cost of the original permit. The original permit may be renewed upon applicant's request.

IF YOU HAVE ANY FURTHER QUESTIONS, PLEASE CONTACT THIS OFFICE AT (928) 679-8342.

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# APPLICATION FOR PERMIT TO USE COUNTY RIGHT OF WAY

**Table A**

Zoning	Driveway Width *MIN	MAX
Commercial	16'	40'
Industrial	16'	40'

\* 24' Where 2-way traffic is anticipated

**Table B**

Zoning Residential	Driveway Width *MIN	MAX
Major Street	16'	30'
Collector Street	12'	30'
Local Street	12'	30'

\*16' Width is desirable

## NOTES:

1. Curb & Gutter not allowed.
2. Permanent materials: concrete, asphalt, brick etc. **not allowed** on dirt/grinder roads.
3. No Materials allowed higher than roadway grade around radiuses, including rocks or markers.
4. Driveway shall be constructed to drain away from roadway in all cases. In cut sections, drainage shall be directed into ditch.
5. Expansion joint filler shall be 1/2 inch bituminous preformed type (ASTM D-1751).

